

4225 - GRAFFITI REMOVAL COORDINATOR

NATURE OF WORK

This is specialized technical and supervisory work in the removal of graffiti and unsightly materials from City buildings, structures, and other public areas. The incumbent plans the work and gives field supervision to workers who are completing community service hours mandated by the Court.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Plans, schedules, assigns, supervises, and checks the work of community service workers engaged in the removal of graffiti and other materials from City buildings, structures, and other public areas.

Inspects all areas of the City for the presence of graffiti and other unsightly or illegal materials.

Responds to complaints from citizens and businesses.

Coordinates the transportation of workers, equipment and materials to and from work locations.

Evaluates and obtains the equipment and supplies needed by work crews to carry out all assignments.

Coordinates beach cleanups with volunteers.

Trains workers to use effective and safe techniques and procedures.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the chemicals, paints, tools, and procedures used for removing or covering graffiti and other materials on walls, fences, windows, doors, sidewalks, signs, poles, etc.; occupational hazards and safety precautions applicable to work; and City geography.

Ability to estimate materials and equipment requirements; utilize independent judgment in arriving at decisions concerning operating problems; understand and carry out verbal and written instructions; plan, assign, supervise and check the work of community service workers; establish and maintain effective working relationships with City officials, other employees, and the general public; and communicate effectively.

MINIMUM REQUIREMENTS

Employed by the City for the past six (6) months (part-time may be prorated). Three (3) months experience directing the work of others.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Some standing,

walking, moving, bending, kneeling, reaching, and handling in the demonstration and performance of graffiti removal techniques.

SUPERVISION RECEIVED

General and specific assignments are received. The employee uses some independent judgment in determining methods and procedures of work, and is responsible for the quality of the completed work. Work is subject to review by observation of the presence of graffiti Citywide and the removal of graffiti in an assigned area.

SUPERVISION EXERCISED

The incumbent plans, schedules, supervises, and checks the work of individuals who have been ordered by the Court to perform a specified number of community service hours.

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